Stewardship Contracting Information Database
Version 2
Summary

We've been over a lot of information today using the SCID database. First of all we talked about opening the SCID database. Remember that before you can open SCID you need to be in the user group and have an internet password in your Lotus Notes account.

When you go into the system you can use your system name and password.

Using the Main Menu -- remember to print off the User Guide to help you navigate when you go through SCID. It will help you with that.

Viewing Project Data -- remember that all members of the SCID user group can access all of the information in SCID and can run all of the reports. If you have browse access then all you can do is look at the information.

Creating a New Project -- remember that only the State Leads have the authorization to create new projects.

Editing General Project Information -- remember that only when the Edit button is displayed do you have rights to edit the information.

Editing and Creating Contract Information -- remember to keep the status of your contracts up to date.

Creating/Editing Bid Item Information -- this is really where the nuts and bolts of SCID are. This is where the products and services are tracked independently and they are combined and reporting. As you can see, that's the way SCID works.

Creating and Editing Financial and Activity Records -- it's very important to remember to enter the actual dates the inspections were completed and you accepted the work or the date the payments were made.

Using Reports -- take a look at all the reports in SCID and see which ones help you with administering your contracts.

Now that you know how SCID 2.0 operates, you can effectively view, edit, create and manage your stewardship contracting information. If you have any questions, feel free to e-mail me by using the Ask Question tab on the main screen for this training. I will get back to you as soon as possible.

The Ask Question is in the KRC page that you open when you open the database. Let me refresh you on that. If you go into the KRC database and you click on -- you go into SCID 2.0 and that opening screen is going to be a box that says "Ask A

Question." If you click on that, you can send me a question. I will get back to you just as soon as I possibly can.

In the meantime, good luck in your pursuit of excellence when managing stewardship contracting information.